

Date Posted: 7/27/2015  
Department: Health and Human Services  
Job Title: Protective Services Administrator  
Location: Kiowa, CO  
Salary: \$4,950-\$6,930 Monthly  
Accepting applications until: 8-17-15

**Elbert County is an Equal Opportunity Employer**

If interested, please submit applications and resumes to:

Elbert County Government  
215 Comanche St., PO Box 7  
Kiowa, Colorado 80117

Or email: [dianna.hiatt@elbertcounty-co.gov](mailto:dianna.hiatt@elbertcounty-co.gov)

If you have any questions please call (303) 621-3150

**Elbert County Government  
Job Description**

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**Protective Services Administrator**

**FSLA Status:** Exempt

**DEPARTMENT:** Health and Human Services

**SALARY:** \$59,397 - \$83,155 DOQ

**DATE ORIGINATED:** 07/2015

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**GENERAL STATEMENT OF DUTIES:**

This upper level managerial position assures quality Child Welfare and Adult Protective Services through direct service, oversight and supervision of casework staff and leadership in community and state collaborations. The Administrator assures compliance with federal, state and county rules and regulations.

**DUTIES AND RESPONSIBILITIES:**

The following duties are not inclusive, but are illustrative of the essential functions of the job. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- Oversees all required and supportive and ancillary programs related to child welfare and adult protection services including but not limited to intakes and assessments, ongoing cases, Core and PA-3 programs, PSSF, Title IV-E Waiver initiatives, Foster and Kinship Care and Adoptive services.
- Directs interviewing, hiring, and training of employees. May conduct or direct staff development programs. Provides direct and indirect supervision to subordinate supervisors and managers of all positions; employees and functions in areas of responsibility.
- Addresses employee complaints and resolves problems in collaboration with the Personnel and Benefits Department.
- Provides leadership, guidance and support to staff ensuring a high level of performance and compliance with County, State and Federal rules and regulations by developing and implementing program plans and agency administrative policy.
- Work is characterized by a variety of complex operations and/or reports which require analysis of data to identify trends and determine a course of action or change in workload/assignments.

- Establish and enforce standards for quality and quantity of work by ensuring case reviews are performed for compliance with established standards and to ensure the highest performance of the employee. Recommends the indicated action(s) as necessary.
- Seek out and actively participate in committees, workgroups or community organizations that are pertinent to current topics or events. Use participation to promote or maintain the Department's presence in the meetings and gain an understanding of community issues and resources.
- Responsible for unit's strategic planning, development and implementation of policies and procedures; ensures all new and existing programs meet established laws and regulations.
- Develops grant proposals, audit responses, contracts, budgetary recommendations and other necessary reports and documents as needed.
- Assists agency staff members through individual and group conferences in analyzing case problems and in improving their diagnostic casework skills; coordinates activities of staff in providing services to clients
- Participates with the Elbert County Director and/or other administrators in establishing long range goals and objectives for program areas.
- Develops systematic methods of implementing program planning which includes developing training opportunities, alternative business practices, controls, developing and implementing agency administrative policy, monitoring work flow, and assigning work to respective units and individuals based on program needs and the skills available.
- Determines the financial and human resources that are required to achieve the mandated goals of the unit.

#### **SUPERVISION EXERCISED:**

- Reports directly to the Director of Elbert County Health and Human Services.
- Supervises all functions of the child welfare and adult protection unit and may act on behalf of the Director in his/her absence.

#### **KNOWLEDGE AND SKILLS:**

- This is a senior level position which requires thorough knowledge of the theories, principles and practice of social casework.
- Knowledge of leadership, management, administration and communication theories, principals and practices.
- Knowledge of community resources, agency rules, regulations and procedures related to child protection and adult protection resources.
- Ability to assess agency programs, which involves analysis relative to agency data, public policy, human service systems and program evaluations.
- Demonstrated ability to establish, develop, and sustain key working relationships with a variety of local, state and regional organizations ranging from local governments to regulatory agencies to community-based organizations.
- Computer skills essential.

- Ability to be diplomatic and tactful.
- Able to travel and attend regional and/or state public health meetings.
- Ability to embody the values of teamwork, respect, integrity, innovation and ongoing personal and professional development.
- Ability to manage money in a prudent, sensible manner including understanding and working with budgets.
- A good working knowledge of court procedures and the legal and liability implications of human services delivery with ability to testify in legal proceedings.
- Excellent written and verbal communication skills are a must.
- Ability to work under stressful conditions
- Skill in conflict resolution.
- Ability to independently analyze complex situations, formulate plans and make quick decisions, as needed.
- Shares responsibility for building cohesiveness throughout the County Department and among other County offices with attention to building a positive image within the community.
- Understanding, interpreting and communicating complicated and technical statutes, regulations, policies, procedures and protocols.
- Using tact, discretion, initiative and independent judgment within established guidelines;

#### **RESPONSIBILITY:**

Incumbent reports directly to the Director of the Elbert County Department of Health and Human Services. Position requires ability to work autonomously with extensive knowledge of the rules and regulations regarding child and adult protection practices in the State of Colorado. Work is reviewed periodically for results obtained. Although decisions must be compatible with the available guidelines and laws, considerable judgment must be exercised.

#### **PERSONAL WORK RELATIONSHIPS:**

This highly visible leadership position requires contact and professional communications with children, youth and family members, foster parents, legal, medical, behavioral health and school professionals in addition to community organizations, agency staff members, county and state staff and officials.

#### **EDUCATION, EXPERIENCE AND CERTIFICATIONS:**

**Education:** Bachelor's degree in one of the human behavioral science fields. In order to meet the educational requirements of a human behavioral science degree, the major course work must be equivalent to 30 semester hours or 45 quarter hours in the development of human behavior, child development, family intervention techniques, diagnostic measures or therapeutic techniques.

**Experience:** Five years of satisfactory full-time professional paid experience in the social services including a minimum of three years as a Social Caseworker and two years in a supervisory or administrative capacity in a public or private social services delivery program. Two years of the experience must have included the supervision and management of professional social casework staff.

**Certification(s):** Supervisor Certification through the Colorado Department of Human Services Training Academy is preferred and required no later than six months after hire.

**Preferred Qualifications:** Master's degree in one of the human behavioral science fields or a BSW degree accredited by the Council on Social Work Education

**ADDITIONAL REQUIREMENTS:**

- Valid Colorado Driver's License
- Acceptable Motor Vehicle Record
- Must be able to pass a criminal background check

**PHYSICAL EFFORT, WORK ENVIRONMENT:**

- Normally individual performs work indoors in a controlled standard office environment.
- Frequently, home visits or meetings off site are necessary.
- Moderate noise-many public health and human services clients are children.
- Appearances are required at court proceedings and community and statewide meetings.
- Incumbent may encounter angry, hostile clients and verbal abuse.
- Considerable travel is required at times.

*The following are some of the physical demands commonly associated with this position.*

Driving:	Occasionally
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching:	Frequently
Standing/Walking:	Frequently
Lifting:	Occasionally
Lifting: 1 lb. minimum/30 lbs. maximum	
Carrying: 1 lb. minimum/30 lbs. maximum	
Push/Pull: 1 lb. minimum/30 lbs. maximum	

**Probation Period:**

Initial six months probationary period with potential of one six-month extension based on Director approval.